Using ACSA’s EIN (MOU & Bank Account) FAQ

General Overview

Q1: What is the process for using ACSA’s EIN?

A: Charters must complete the MOU process, obtain authorization from ACSA, and complete required banking steps to operate under ACSA’s EIN.

MOU Process

Q2: What is the first step to use ACSA’s EIN?

A: Complete the MOU fillable form and submit it to the appropriate support email.

Q3: Where should I send the completed MOU?

A: Send the completed MOU form to:

- RegionSupport@acsa.org

- CharterSupport@acsa.org

Q4: What happens after submitting the MOU?

A: The Finance team will coordinate signatures and send back the fully executed MOU along with the EIN authorization letter.

DBA / FBN Registration

Q5: What is required after receiving the EIN authorization letter?

A: You must complete the “Doing Business As (DBA)” or “Fictitious Business Name (FBN)” form through your county’s website.

Bank Setup Process

Q6: What documents should be taken to the bank?

A: Bring the following documents to your bank:
- EIN authorization letter (provided by ACSA)

- ACSA's W-9
- Completed DBA/FBN documentation

Q7: What should be done with the existing bank account?

A: The charter should close its old bank account or update the existing account (if possible) to open an account associated with ACSA's EIN.

Support & Assistance

Q8: What should I do if the bank requests additional documents or information?

A: If additional documentation is required, contact support at:
- RegionSupport@acsa.org
- CharterSupport@acsa.org